

Professional and Managerial Branch  
General Administrative Group  
Airport Series

**ASSISTANT AIRPORT OPERATIONS OFFICER**

07/01 (JAS)

*Summary*

Under general supervision, assist an Airport Operations Officer as assigned in ensuring safe day-to-day operations, emergency response and administration in conformance with established aviation regulations.

*Typical Duties*

Participate in monitoring airport operations for compliance with Federal Aviation Administration (FAA), state and City regulations. Involves: Visually inspect physical condition and security of assigned airfield, airport, and terminal facilities and leased properties in accordance with clearly defined guidelines. Observe activities for adherence to specified safety, environmental or other operational requirements in accordance with explicit oral or written instructions. Report readily apparent deviations from acceptability standards, or violations of code or contract provisions as required, and recommend possible corrective actions, as qualified and authorized.

Participate in coordination of such activities as airfield safety, airport security and public safety during ordinary or emergency situations, and conduct staff training. Involves: Support day to day , or actual or drill emergency response and rescue operations by directing, thorough functionally responsible supervisors, delegated phases of activity such as parking and ground transportation, communications, and maintenance to provide substitute or relief functional unit general oversight, or to resolve such incidents as aircraft hijackings, hazardous material spills or bomb threats. Recommend closure of aircraft movement areas, as required. Evaluate results as requested and recommend work organization and assignment improvements as qualified. Prepare and present class instructions on related topics.

Perform standard miscellaneous airport administrative functions as assigned. Involves: participate in development of designated operational policies and procedures; provide customer service during other than regular business hours which includes recommending resolution of problems for Airport tenants or public as required. Monitor contract compliance by Airport tenants or contractors. Investigate and report on injuries or property loss resulting from accidents. Collect air carrier inventory or similar information relating to airport activities to permit collection of fees or other purposes. Coordinate special events such as fly-ins and tours. Prepare and maintain daily operational, personnel, facilities, equipment and other reports

*Minimum Qualifications*

Education and Experience: Equivalent to a combination of graduation from an accredited college or university with a Bachelor's Degree in Business of Public Administration, a scientific or engineering field applicable to aviation management, or liberal arts or general studies, plus one (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.

Knowledge, Skills and Abilities: Application of some knowledge of: federal rules and regulations pertaining to certificated civilian airports, maintenance equipment and activities, supervisory techniques, standards of conduct and work attendance, and safe working practices and procedures.

Ability to: monitor and coordinate airport activities; direct work of personnel through functional supervisors, and enforce standards of work conduct and attendance and safe work practices as authorized; conduct training in assigned work procedure topics; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, official and the general public; Prepare daily activity reports and maintain related records.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Special Requirements: Work rotating shifts, evenings, weekends, holidays and mandatory overtime; subject to emergency recall.

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Director of Personnel

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Department Head